Approved For Release 2001/08/09: CIA-RDP73-00099A000200170048-8 Guidance Sheet for Progress Report on Records Purge

- I. Each independent component of the DCI Area is requested to submit a progress report on the purging of inactive records. The progress report should cover your purge activities during the last quarter (Oct.-Dec.) of 1968. Your report will be used by the CIA Records Management Board in the preparation of its consolidated report to the Executive Director-Comptroller.
- II. Please cover the following in your report, as applicable:
 - A. Nature of your records management effort during the final quarter of CY 1968.

(Reviews conducted, studies made, new policies, plans, or procedures developed, etc.)

- B. Purge results during this reporting period:
 - 1. Types and volumes of records surveyed.
 - 2. Types and volumes of records removed from the Records Center:
 - (a) by destruction,
 - (b) by transfer to another storage area.
 - 3. Types and volumes of records not destroyed but whose retirement schedules have been modified (e.g., change in disposition code or date). State nature of modification.
 - 4. Types and volumes of records converted from hardcopy to microfilm.
 - 5. Types and volumes of records reassigned to the control of another component of the Agency.
 - 6. Types and volumes of new inactive files established during this reporting period. (Include files transferred to your control from other components.)
 - 7. Overall net growth/decrease during this reporting period in the volume of your files at the Records Center.
- C. Next steps planned in your records management effort.
- D. Problems requiring solution.
- E. Other comments, (incl. corrections to data previously reported.)

III.	Please	address	your	report	to the	e CIA	Reco	ords	Manage	ement	t Boar	rd.
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